

Please note, all proposals will be evaluated in accordance with the criteria set out in the **Commemorative Naming of Infrastructure and Provision of Monuments Memorials and Plaques Policy Document**.

1 Applicant's Name

Applicant's Address

Telephone

Mobile

Email

Website

2 Person or event to be nominated for memorial

Nomination for (please tick)

3 Naming of Infrastructure Location

Monument Location

Plaque Location

4 Biographical or Historical information on the person or event and reason for the nomination (no more than 500 words).
Please complete on a separate sheet and attach.

5 Written consent from a relative/estate of the person to be commemorated has been submitted? Yes / No

6 Written consent from the owner of the building where the plaque will be located has been submitted? Yes / No

7 A photograph of the proposed building where the plaque will be located has been submitted? Yes / No

8 Application for Monuments will need to submit a photograph of location and context Yes / No

9 Applicants for Plaques or Monuments will need to submit additional information as set out on Page 3 of this form.

10 I/we have read the criteria as set out in the **Commemorative Naming Policy Document** (please tick to confirm)

I confirm that I have disclosed true, accurate and complete information to the best of my knowledge

Signature of applicant

Date

Completed Application Forms should be returned to:
**Commemorative Naming Committee, Culture, Recreation, and Economic Services, Block 4,
Ground Floor, Civic Offices, Wood Quay, Dublin 8** or emailed to cra@dublincity.ie

Please note that in order to preserve the uniformity of Dublin City Council's plaques, we have set a word, character and line limit; ensuring that all plaques are consistent in design and content. **Please use the application form below. Please write clearly in Block Capitals using a ballpoint pen in Black Ink or simply type directly into the below text fields, save and return this PDF form by email to cra@dublincity.ie Please stay within the text boxes/spaces provided. Only one character per box/space.**

1. Name of Person or Event to be commemorated (limited to 28 characters):

2. Year of birth – year of death* or date of event (limited to 2 × 4 characters):

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The Irish language translation version will appear first on all Dublin City Council plaques.

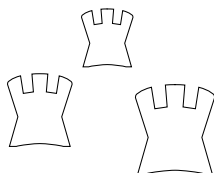
Please note that this translation will be carried out by Dublin City Council.

3. Profession / Renowned as (limited to 20 characters):

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4. Lived Here, Died Here, Worked Here or similar/other (limited to 20 characters):

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*Please note, Year of death is only applicable to individuals (not events). Where no Year of death is applicable, Information Field 2 will move to last line of plaque.

Plaques

- Address of building
- Status of the building
 - That the building is located in the Dublin City Council jurisdiction
 - Whether the proposed building is listed on the Register of Protected Structures (RPS)
- Photograph of building
- Proposed exact location of plaque on building
- Proposed wording of plaque (DCC will have the final decision on wording)
- Name and address of the owner of the proposed building
- Name and address of person who will be responsible for the long term maintenance of the plaques

Please see criteria regarding 'the 20 year rule' in Dublin City Council's Policy Document.

Please note that in order to preserve the uniformity of Dublin City Council's plaques, we have set a word, character and line limit; ensuring that all plaques are consistent in design and content:

- **Information Field 1**
Name of Person or Event to be commemorated
(Max characters inc. spaces – 28)
- **Information Field 2**
Year of birth – Year of death or date of event
(max characters inc. spaces – 8)
- **Information Field 3**
Profession / Renowned as
(max characters inc. spaces – 20)
- **Information Field 4**
Lived Here, Died Here, Worked Here or similar/other
(max characters inc. spaces – 20)

Please note the Irish language translation will appear first on all Dublin City Council plaques.

Dimensions (2 sizes)

- 330mm (roundel)
- 450mm (roundel)

Costs

- 330mm plaque:
€2,000 (including VAT @ 23%)
- 450mm plaque:
€2,275 (including VAT @ 23%)
- Installation:
€375
€565 (If scaffolding is required)
(including VAT @ 23%)

Monuments

- Address and location
- Photograph of location and context
- Status of location – City Council property, private property, etc.
- Description of monument
- Design of monument
- Exact wording of inscription (if relevant to monument proposal)
- Written consent of property owner (if private)
- Name and address of person who will be responsible for the long term maintenance of the monument